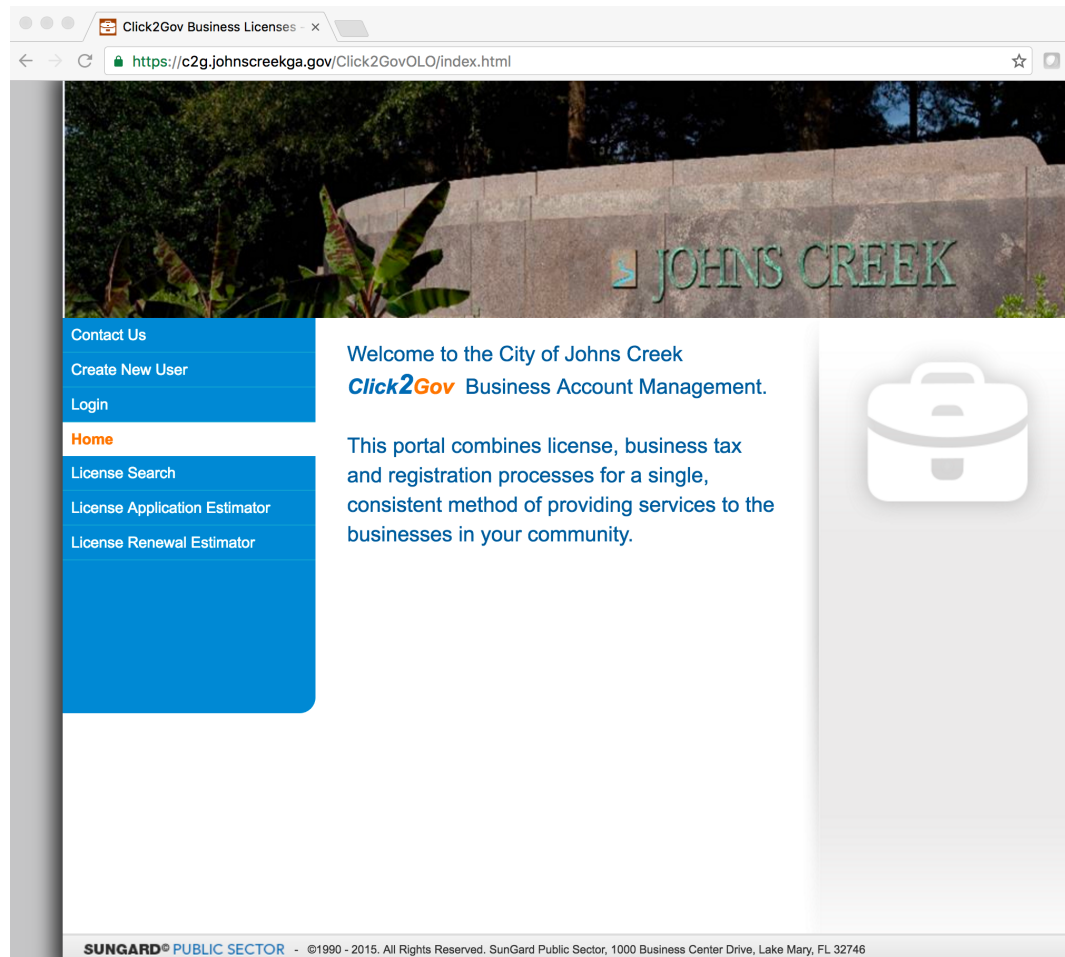




Renewing Business Licenses Online

Online License Renewal

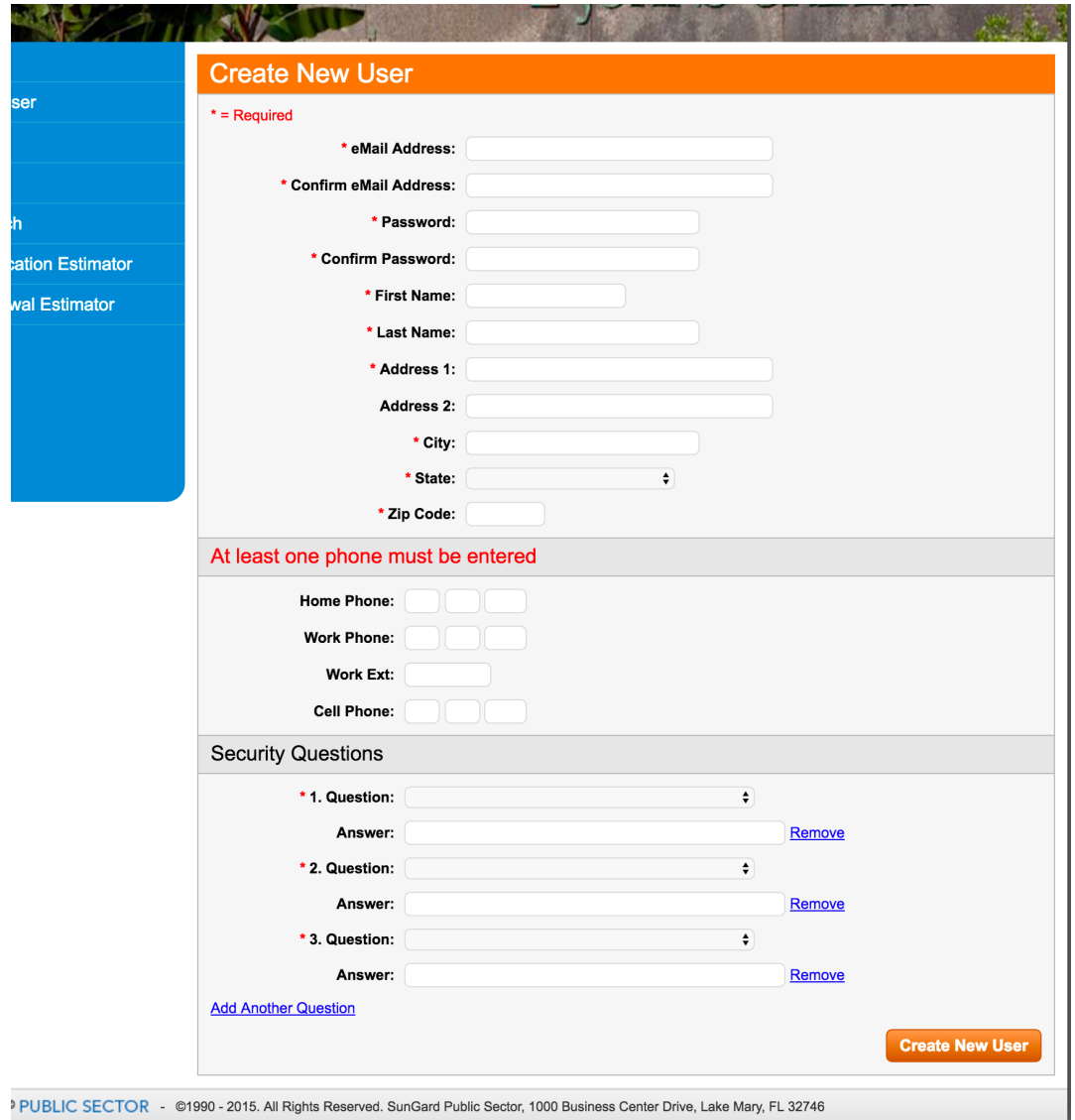
- From a web browser, go to <https://c2g.johnscreekga.gov/Click2GovOLO>
- If you're new to the system, click **Create New User**



Online License Renewal

- Complete all the fields with an asterisk and hit **Create New User**.

- Check your email for the link to enable your account.



The screenshot shows a web form titled "Create New User" with an orange header. A blue sidebar on the left contains menu items: "ser", "h", "cation Estimator", and "wal Estimator". The form includes several required fields marked with an asterisk (*):

- * eMail Address:
- * Confirm eMail Address:
- * Password:
- * Confirm Password:
- * First Name:
- * Last Name:
- * Address 1:
- Address 2:
- * City:
- * State:
- * Zip Code:

A red error message states: "At least one phone must be entered". Below this, there are input fields for:

- Home Phone:
- Work Phone:
- Work Ext:
- Cell Phone:

The "Security Questions" section contains three questions, each with a dropdown menu for the question and a text input for the answer. Each answer field has a "Remove" link next to it.

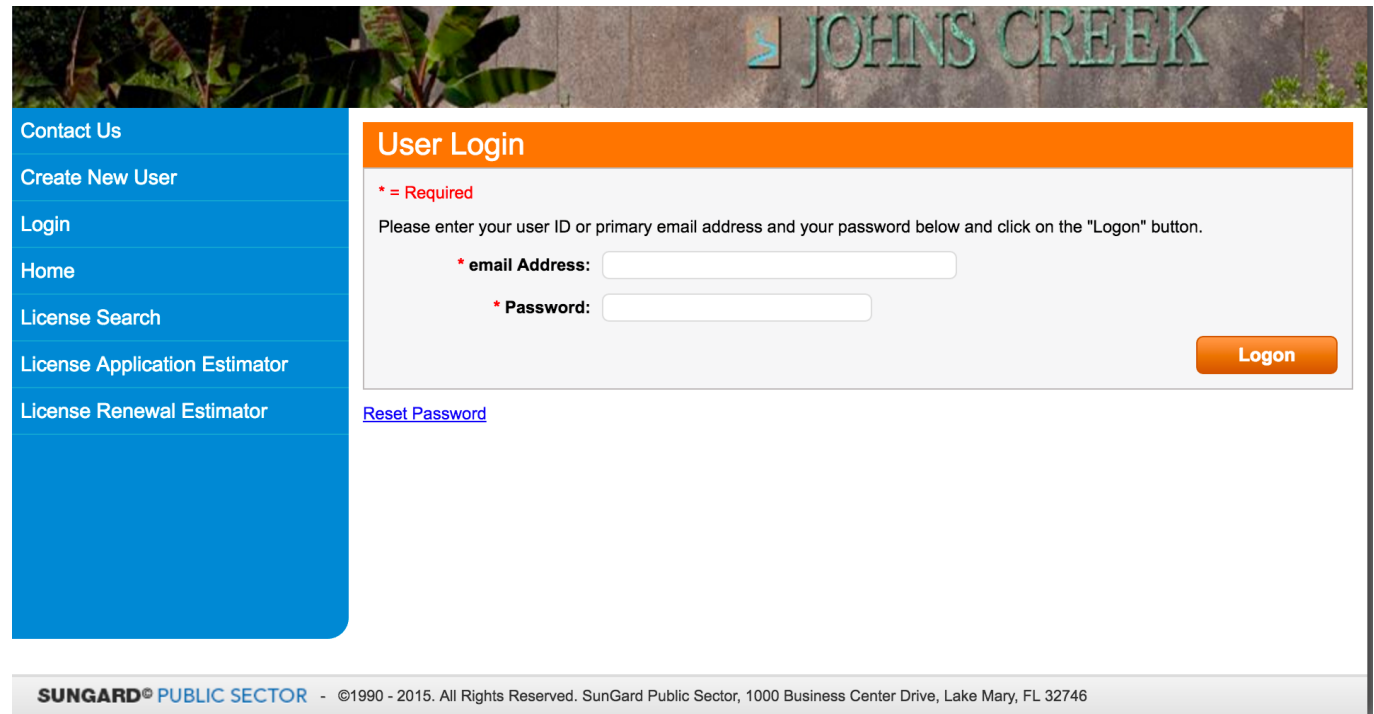
- * 1. Question: Answer: [Remove](#)
- * 2. Question: Answer: [Remove](#)
- * 3. Question: Answer: [Remove](#)

At the bottom left of the security questions section is a link: [Add Another Question](#). At the bottom right is an orange button: **Create New User**.

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Online License Renewal

- Go to the login screen and enter your email address and password.



The screenshot shows the 'User Login' section of the Johns Creek website. On the left is a blue navigation menu with links: Contact Us, Create New User, Login, Home, License Search, License Application Estimator, and License Renewal Estimator. The 'Login' link is highlighted. The main content area has an orange header 'User Login' and a red asterisk legend '* = Required'. Below this is a prompt: 'Please enter your user ID or primary email address and your password below and click on the "Logon" button.' There are two input fields: '* email Address:' and '* Password:'. An orange 'Logon' button is on the right. A blue link 'Reset Password' is below the password field. The footer contains the text: 'SUNGARD® PUBLIC SECTOR - ©1990 - 2015. All Rights Reserved. SunGard Public Sector, 1000 Business Center Drive, Lake Mary, FL 32746'.

Contact Us
Create New User
Login
Home
License Search
License Application Estimator
License Renewal Estimator

User Login

* = Required

Please enter your user ID or primary email address and your password below and click on the "Logon" button.

* email Address:

* Password:

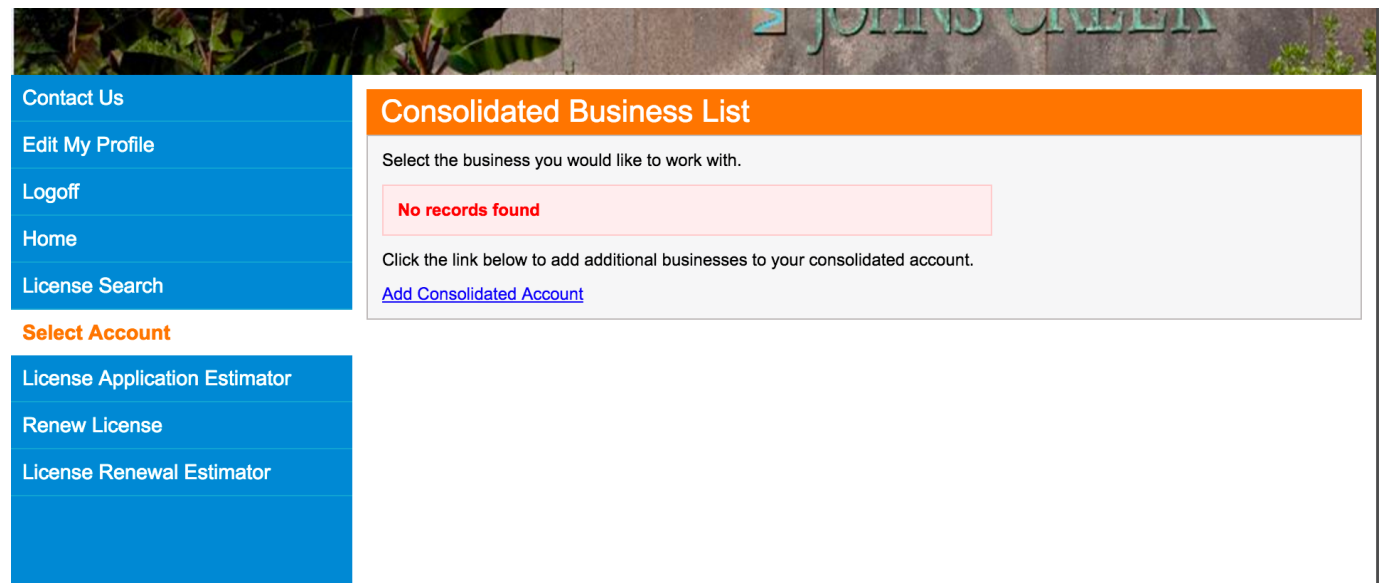
[Reset Password](#)

Logon

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Online License Renewal

- On the **Select Account** page, click the link to **Add Consolidated Account**



Contact Us

Edit My Profile

Logoff

Home

License Search

Select Account

License Application Estimator

Renew License

License Renewal Estimator

Consolidated Business List

Select the business you would like to work with.

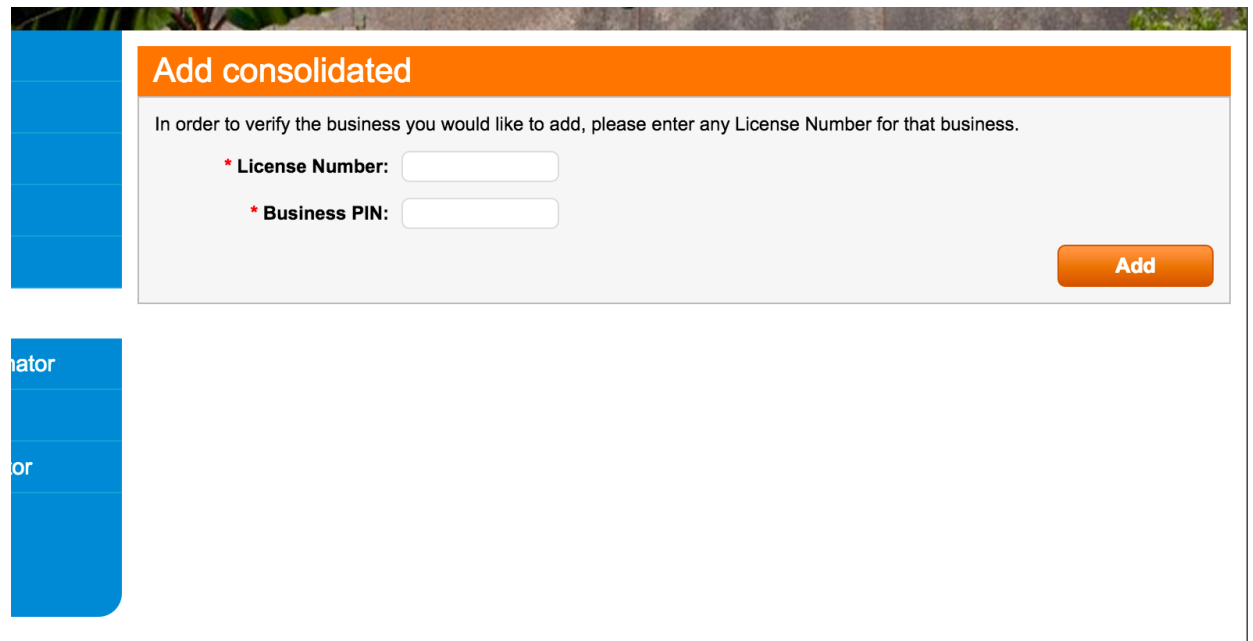
No records found

Click the link below to add additional businesses to your consolidated account.

[Add Consolidated Account](#)

Online License Renewal

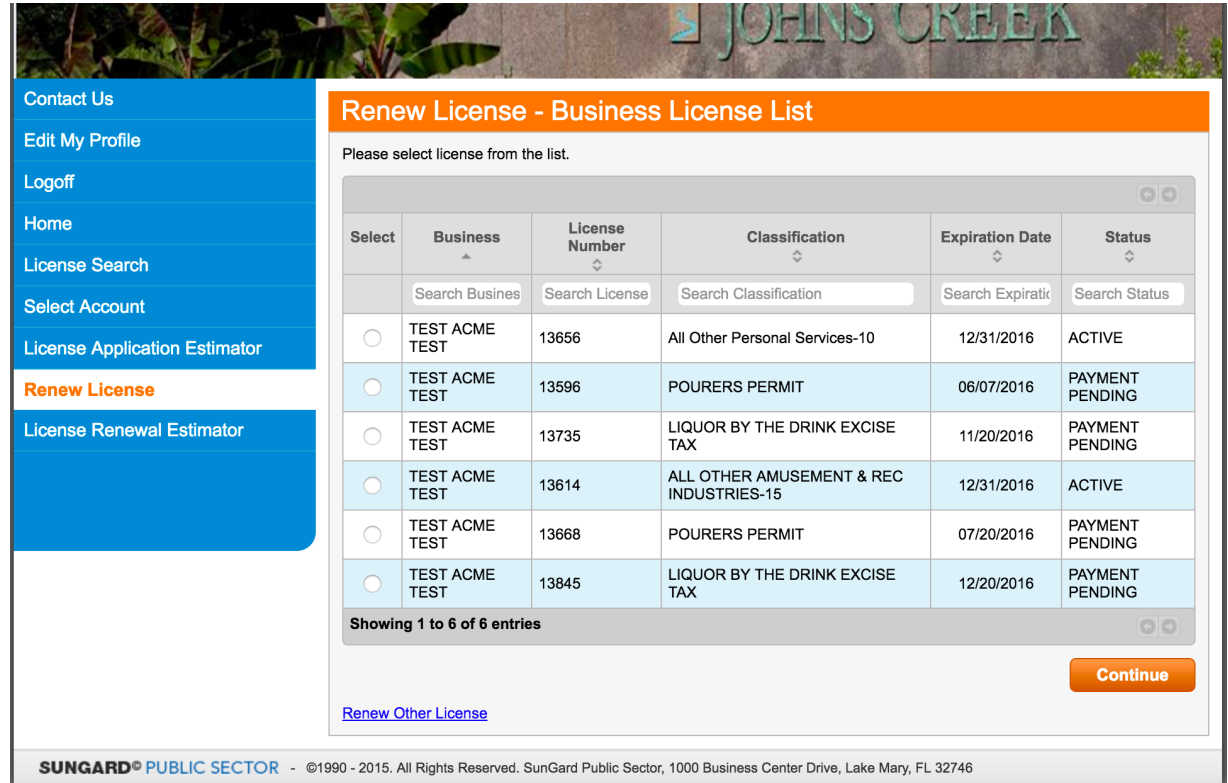
- Enter the **License Number** and **Business PIN**, then hit **Add**.
 - The PIN can be found on your renewal form.
- Contact the Revenue Desk if you cannot locate your PIN.



The screenshot shows a web interface for adding a consolidated business. It features a blue sidebar on the left with a menu. The main content area has an orange header bar that says "Add consolidated". Below this, a light gray box contains the instruction: "In order to verify the business you would like to add, please enter any License Number for that business." There are two input fields: "* License Number:" and "* Business PIN:". An orange "Add" button is located at the bottom right of the form.

Online License Renewal

- Once your license is associated to your account, you can click the Renew License tab on the left.
- Select the License you wish to renew and click Continue.



Renew License - Business License List

Please select license from the list.

Select	Business	License Number	Classification	Expiration Date	Status
<input type="radio"/>	TEST ACME TEST	13656	All Other Personal Services-10	12/31/2016	ACTIVE
<input type="radio"/>	TEST ACME TEST	13596	POURERS PERMIT	06/07/2016	PAYMENT PENDING
<input type="radio"/>	TEST ACME TEST	13735	LIQUOR BY THE DRINK EXCISE TAX	11/20/2016	PAYMENT PENDING
<input type="radio"/>	TEST ACME TEST	13614	ALL OTHER AMUSEMENT & REC INDUSTRIES-15	12/31/2016	ACTIVE
<input type="radio"/>	TEST ACME TEST	13668	POURERS PERMIT	07/20/2016	PAYMENT PENDING
<input type="radio"/>	TEST ACME TEST	13845	LIQUOR BY THE DRINK EXCISE TAX	12/20/2016	PAYMENT PENDING

Showing 1 to 6 of 6 entries

[Renew Other License](#)

Continue

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Online License Renewal

- Expand all the sections to review the information. To update your data for renewal, expand the **User Defined Property Details** and click **Edit this information**.

At a minimum, please complete the following information:

- 1a Actual Prior Year Gross Receipts
- 2F Actual Out of State Sales
- 5. Prior Year Estimated Taxable Receipts (Provided in your renewal letter)
- 8. Prior Year Actual # of Employees
- 1-1b. Estimated Current Year Gross Receipts
- 6-16. Estimated Current Year # of Employees

Additional information may be required, depending on your business type. Once complete, Hit **Continue**.

Estimator

Estimator

Type of Owner:

License Primary Address:

Status: ACTIVE

Business Address Information

Exemptions Details

National Industry Code Details

User Defined Property Details

[Edit this information](#)

Code/Description	Sub Code	Text	Number	Date
1a Actual Prior Year Gross Receipts				
2A. Actual Sales, use or excise taxes				
2B. Actual Sales, returns and allowances				
2C. Actual Inter-organizational sales				
2D. Actual Payments to Subcontractors or inde				
2E. Actual Governmental and foundation grants				
2F. Actual Out of state sales				
5. Prior Year Estimated Taxable Receipts				
8. Prior Year Actual # of Employees				
9. Prior Year Estimated # of Employees				
1-1b. Estimated Current Year Gross Receipts				
2A. Estimated Sales, use or excise taxes				
2B. Estimated Sales, returns and allowances				
2C. Estimated Inter-organizational sales				
2D. Estimated Payments to Subcontractors or i				
2E. Estimated Actual Governmental and foundat				
2F. Estimated out of state sales				
6-16. Estimated Current Year # of Employees				
Number of Months Business was LATE				
SAVE-Lawful Presence Affidavit Primary Applicant	US Citizen			
E-Verify Private Employer Affidavit	9 or less Employees	n/a		
Tax Class and Rate	15 - \$0.00170			
2015 Est Taxable Receipts-1-time use from Naviline				
501(C)(3) Non-profit Number				

Showing 1 to 24 of 24 entries

Online License Renewal

- Review your charges and hit **Finish**.

Renew License - License Summary

Classification Code: All Other Personal Services-10
Application Date: 10/18/2016
Expiration Date: 12/31/2016

Fee Description	Calculated Charges	Exemption	Final Charge
Business Occupation Tax-Class 10	\$58.00	\$0.00	\$58.00
Tax - CURRENT Year # of Employees	\$13.00	\$0.00	\$13.00
Administration Fee	\$75.00	\$0.00	\$75.00
Fiat Rate for Standard Deduction	\$50.00	\$0.00	\$50.00
Tax Adj-PRIOR Year Taxable Gross Receipts-Class 10	\$7.25	\$0.00	\$7.25
Tax Adj-PRIOR Year # of Employees	\$13.00	\$0.00	\$13.00
1.5% Interest per MONTH for late payment	\$0.00	\$0.00	\$0.00
10% Penalty	\$21.63	\$0.00	\$21.63

Showing 1 to 8 of 8 entries

Charges: \$237.88
Exemptions: \$0.00
Additional Adjustments: \$0.00
Final Charge Amount: \$237.88

Back
Finish

- On the confirmation page, click **Proceed With Payment**.

Renew License Confirmation

License renewal successfully completed. You may owe renewal fees related to this renewal and may need to pay those fees before your renewal is official. Please select the "Payment" link below to pay any outstanding fees related to this renewal.

[Proceed With Payment](#)

Online License Renewal

- Select the fees you wish to pay and click **Pay Selected Fees Now.**

License Number: 13656
Classification: All Other Personal Services-10
Status: PAYMENT PENDING

Description	Amount Charged	Amount Paid	Amount Pending	Amount Due	Pay?
1.5% Interest per MONTH for late payment	\$0.00	\$0.00	\$0.00	\$0.00	
1.5% Interest per MONTH for late payment	\$0.00	\$0.00	\$0.00	\$0.00	
10% Penalty	\$21.63	\$0.00	\$0.00	\$21.63	<input type="checkbox"/>
10% Penalty for late payment of NEW Business	\$16.80	\$0.00	\$0.00	\$16.80	<input type="checkbox"/>
Administration Fee	\$75.00	\$0.00	\$0.00	\$75.00	<input type="checkbox"/>
Administration Fee	\$75.00	\$0.00	\$0.00	\$75.00	<input type="checkbox"/>
Business Occupation Tax-Class 10	\$58.00	\$0.00	\$0.00	\$58.00	<input type="checkbox"/>
Business Occupation Tax-Class 10	\$0.00	\$0.00	\$0.00	\$0.00	
COMMERCIAL Zoning Verification	\$30.00	\$0.00	\$0.00	\$30.00	<input type="checkbox"/>
Flat Rate for Standard Deduction	\$50.00	\$0.00	\$0.00	\$50.00	<input type="checkbox"/>
Flat Rate for Standard Deduction	\$50.00	\$0.00	\$0.00	\$50.00	<input type="checkbox"/>
Tax - CURRENT Year # of Employees	\$13.00	\$0.00	\$0.00	\$13.00	<input type="checkbox"/>
Tax - CURRENT Year # of Employees	\$13.00	\$0.00	\$0.00	\$13.00	<input type="checkbox"/>
Tax Adj-PRIOR Year # of Employees	\$13.00	\$0.00	\$0.00	\$13.00	<input type="checkbox"/>
Tax Adj-PRIOR Year Taxable Gross Receipts-Class 10	\$7.25	\$0.00	\$0.00	\$7.25	<input type="checkbox"/>
Payment Total	\$422.68	\$0.00	\$0.00	\$422.68	\$0.00



Showing 1 to 15 of 15 entries

Pay Selected Fees Now

Online License Renewal

- Enter your payment information and click **Continue** to process your payment.


Please complete the fields below with your payment information. The cardholder name must appear exactly as it does on your credit card. Also, be sure to use the billing address of the credit card as it appears on your statement.

Card Details

* Card Number

* Expiration Date

* Card Security Code 

Cardholder Name

* First Name

Middle Initial

* Last Name

Billing Address

* Address

* City

* State

* ZIP Code

[Cancel](#) [Continue](#)

Online License Renewal

- If your payment is successful, you will get a confirmation page. To print the confirmation for your records, click **Print Receipt**.

Thank you for your payment.

Transaction Results:

Transaction Status

Success

Auth Code

046159

Reference Number

72401207

Payment Method:

Charged To

Visa *****0629

Account Holder

Woolums, Jason

Billing Address

12000 Findley Road, Suite 400, Johns Creek, GA 30097

Transaction Overview:

Total Amount

\$422.68

Payment Date

10/18/2016 10:48:22

Charges

Charge Description	Amount
Business Occupation Tax-Class 10 (BAM TAX FEE CLASS 10)	\$58.00
Tax - CURRENT Year # of Employees (BAM NOEECY)	\$13.00
Administration Fee (BAM ADMIN)	\$75.00
Flat Rate for Standard Deduction (BAM FLAT RATE STD DED)	\$50.00
Tax Adj-PRIOR Year Taxable Gross Receipts-Class 10 (BAM TAPYTGR 10)	\$7.25
Tax Adj-PRIOR Year # of Employees (BAM TAPYNOE)	\$13.00
10% Penalty (OLP-10)	\$21.63
Tax - CURRENT Year # of Employees (BAM NOEECY)	\$13.00
Administration Fee (BAM ADMIN)	\$75.00
Flat Rate for Standard Deduction (BAM FLAT RATE STD DED)	\$50.00
COMMERCIAL Zoning Verification (OLA-ZV)	\$30.00
10% Penalty for late payment of NEW Business (BAM PEN 10 NEW BUS)	\$16.80
Total	\$422.68

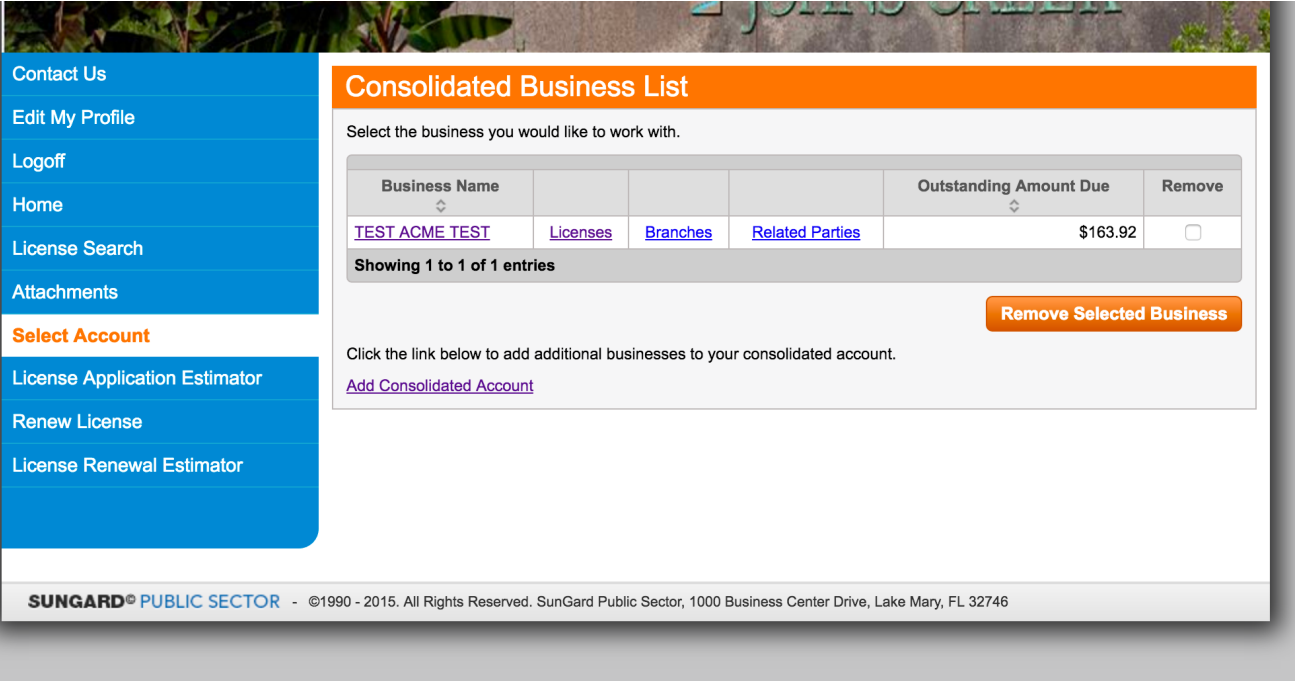
Showing 1 to 12 of 12 entries

Print Receipt

[Go back and pay for a different account.](#)

Updating Business Information

- To update contact and business information, go to **Select Account** on the left and click on the business name.



The screenshot shows a web application interface for managing business accounts. On the left is a blue sidebar with navigation links: Contact Us, Edit My Profile, Logoff, Home, License Search, Attachments, **Select Account** (highlighted in orange), License Application Estimator, Renew License, and License Renewal Estimator. The main content area has an orange header titled "Consolidated Business List". Below the header, it says "Select the business you would like to work with." and displays a table with one entry: "TEST ACME TEST". The table has columns for Business Name, Licenses, Branches, Related Parties, Outstanding Amount Due (\$163.92), and a Remove checkbox. Below the table, it says "Showing 1 to 1 of 1 entries". To the right of the table is an orange button labeled "Remove Selected Business". Below the table, there is a link to "Add Consolidated Account". At the bottom of the page, a footer contains the text: "SUNGARD® PUBLIC SECTOR - ©1990 - 2015. All Rights Reserved. SunGard Public Sector, 1000 Business Center Drive, Lake Mary, FL 32746".

Business Name				Outstanding Amount Due	Remove
TEST ACME TEST	Licenses	Branches	Related Parties	\$163.92	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

[Add Consolidated Account](#)

Remove Selected Business

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Updating Business Information

- From this page you can update your business website URL, email address and other information.

Contact Us

Edit My Profile

Logoff

Home

License Search

Attachments

Select Account

License Application Estimator

Renew License

License Renewal Estimator

Business Information

General Information

Business Name:

Business Alias:

Ownership Type Code:

Status:

Website URL:

Home Occupancy: ☐

E Statement: ☐

[Update](#)

Business Address List

Association Type	Address	City	State	Zip	Country	Primary
MAILING	Johns Creek, GA 30022	Johns Creek	Georgia	30022	United States Of America	

Showing 1 to 1 of 1 entries

[Manage Business Address](#)

Business Phone List

Country Code	Phone	Phone Type	Primary	Status
United States Of America	(678) 999-1100	HOME	✓	ACTIVE

Showing 1 to 1 of 1 entries

[Manage Business Phone](#)

Business email List

Email Address	Email Address Type	Primary	Status
john.sanders@johnscreekga.gov	WORK	✓	ACTIVE

Showing 1 to 1 of 1 entries

[Manage Business Email Address](#)